Employee Quick-Start Guide
City of West Lafayette

Logging in the First Time

1. In your Internet browser, enter the web address: **www.ezstub.com/WL**. You will see the "Welcome" screen shown in Figure 1.

2. Your **Login ID** will be the letters **WL** followed by your **Payroll Employee ID**. Some examples of Login IDs are: **WL54321, WL321** and **wl0678**.

3. Your initial **Password** will be **1234**. The first time you log in, EZStub will require you to change your **Password**.

4. Click the **[Log in]** button to complete the login process.

Figure 1: EZStub "Welcome" window.

5. When you click the **[Log in]** button EZStub will take you to a screen with the heading "Change Your Settings Below" (Figure 2).

6. On the "Change Your Settings Below" screen, you should do the following:

   a. Enter and confirm your new **Password**.

   b. Enter your **Email Address**, if you have one.

      NOTE: *EZStub can only notify you that you have a new pay stub or message to view, if you provide your* ***Email Address***.

   c. Select **Delivery Method Option 2**: "Only notify me when my EZStubs are available."

   d. Click **[Save and Close Window]** button.

Figure 2: "Change your Settings Below" window.

7. EZStub will take you to the main EZStub window (Figure 3). From now on, when you log in, EZStub will take you directly to this window.

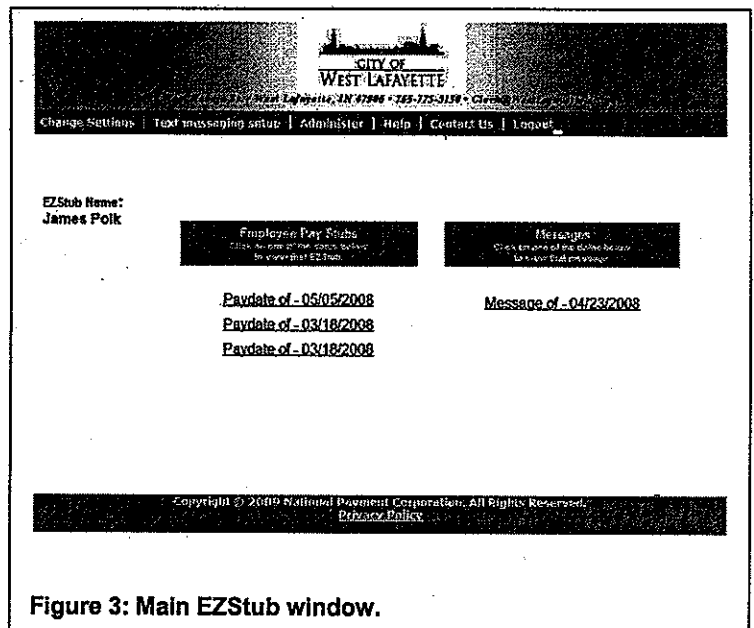8. Click on the **Paydate** or **Message Date** you want to view.

Figure 3: Main EZStub window.

Changing Your Password or Email Address

In the future, if you want to change your **Password** or **Email Address**, click the **Change Settings** link on the main EZStub window to get to the "Change Your Settings Below" screen (Figure 2).

Setting up Text Messaging

If you would like to receive a text message, when a new pay stub is available for you to view, follow this procedure. **NOTE:** *Any charges incurred by your cellular service provider are your responsibility.*

1. Click the **Text messaging Setup** link on the main EZStub window to get to the text messaging setup window (Figure 4).

2. Select up to three **Categories,** such as "Net Pay" from the list (not shown in Figure 4).

3. Select your **Cellular Service Provider.**

4. Enter your ten-digit **Cellular Number** without dashes.

5. Click the **[Save Changes]** button.

Figure 4: Text Messaging Setup window.